



UTAH VALLEY UNIVERSITY

Policies and Procedures

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Proposed Policy Number and Title: 510 Graduate Admissions and Continuation		
Existing Policy Number and Title: 510 Graduate Program Admissions		
Approval Process*		
X Regular	<input type="checkbox"/> Temporary Emergency	<input type="checkbox"/> Expedited
<input type="checkbox"/> New	<input type="checkbox"/> New	<input type="checkbox"/> New
X Revision	<input type="checkbox"/> Revision	<input type="checkbox"/> Revision
<input type="checkbox"/> Deletion	<input type="checkbox"/> Suspension	
	Anticipated Expiration Date:	
*See UVU Policy #101 <i>Policy Governing Policies</i> for process details.		

Draft Number and Date: <u>March 24, 2016, Stage 4, Board of Trustees Review</u>
President's Council Sponsor: <u>Jeff Olson</u> Ext. _____
Policy Steward: <u>Jim Bailey</u> Ext. _____

POLICY APPROVAL PROCESS DATES	
Policy Drafting and Revision Entrance Date: <u>11/04/2015</u> University Entities Review Entrance Date: <u>01/21/2016</u> University Community Review Entrance Date: <u>03/10/2016</u> Open Feedback: <u>03/17/2016</u> Close Feedback: <u>03/17/2016</u> Board of Trustees Review Entrance Date: <u>03/24/2016</u> Approval Date: <u>MM/DD/YYYY</u>	POST APPROVAL PROCESS Verify: <input type="checkbox"/> Policy Number <input type="checkbox"/> Section <input type="checkbox"/> Title <input type="checkbox"/> BOT approval <input type="checkbox"/> Approval date <input type="checkbox"/> Effective date <input type="checkbox"/> Proper format of Policy Manual posting <input type="checkbox"/> TOPS Pipeline and Archives update Policy Office personnel who verified and posted this policy to the University Policy Manual Name: _____ Date posted and verified: <u>MM/DD/YYYY</u>

Printed On:
March 28, 2016



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POLICY TITLE	Graduate Admissions and Continuation	Policy Number	510
Section	Student Affairs	Approval Date	
Subsection	Admissions, Enrollment, Tuition, and Commencement	Effective Date	
Responsible Office	Office of the Vice President of Student Affairs		

1.0 PURPOSE

1.1 This policy establishes the requirements and procedures for graduate admissions and continuation at Utah Valley University.

2.0 REFERENCES

2.1 Northwest Commission on Colleges and Universities' Standard 2.C.13

2.2 Utah State Board of Regents' Policy R461 *Access, Admission, and Articulation*

2.3 UVU Policy 165 *Discrimination, Harassment, and Affirmative Action*

2.4 UVU Policy 541 *Student Rights and Responsibilities Code*

3.0 DEFINITIONS

3.1 Accredited institution: An institution of higher learning that has been granted accreditation status by a regional or national accrediting agency within a scope of authority approved by the US Department of Education.

3.2 Matriculated graduate student: An individual who has been accepted by a graduate program to an approved graduate degree program and (a) is not yet enrolled, (b) is currently enrolled, or (c) is on an approved educational leave or other approved leave status from a graduate degree program.

3.3 Non-matriculated graduate student: A graduate student who is enrolled for credit but not accepted into a UVU graduate program; this category includes a visiting student who is matriculated as a graduate student at another accredited institution and who wants to enroll as a non-matriculated graduate student to take UVU graduate courses and transfer the credit to his or her institution.



4.0 POLICY

4.1 Utah Valley University uses a selective admissions process for admitting students to graduate programs.

4.2 The University provides educational opportunity free from discrimination in accordance with federal and state law and university core values (see Policy 165 *Discrimination, Harassment, and Affirmative Action*).

4.3 Graduate program directors shall publish all graduate degree program admission requirements and application procedures in the current university catalog and on the University's website.

4.4 Applicants must adhere to established admission deadlines and provide all required application materials as stipulated by the University. Admission deadlines and required application materials are published in the current university catalog and on the University's website.

4.5 In order to be admitted to the University as graduate students, applicants shall meet the following minimum requirements:

1) A bachelor's degree from a regionally accredited college/university, a nationally accredited program, or an international college or university recognized by a Ministry of Education. International Admissions officers shall determine if applicants with international degrees meet the graduate program's requirement of a recognized bachelor's degree or equivalent.

2) A 3.0 cumulative undergraduate GPA or a 3.0 GPA calculated on the last 60 semester hours (90 quarter hours) of undergraduate work.

3) For international students whose native language is not English, a TOEFL score of 80 iBT (550 pBT) or higher, or an IELTS band score of 6.5 or higher within the past two years.

4) International students must also meet all US government requirements for international students. International graduate students on visas shall not be admitted or enrolled as non-matriculated students.

5) Any additional or more stringent admissions criteria established by specific graduate programs in addition to the minimum required by the University.

4.6 Meeting minimum admissions criteria does not guarantee admission to a graduate program or to the University as a graduate student.



4.7 Individual graduate programs shall only admit students who meet the minimum university graduate admissions requirements outlined in 4.5 into their graduate programs unless an exception is approved by the Graduate Council Appeals Committee. Students who are denied admission or do not meet the minimum university requirements shall not be admitted as non-matriculated graduate students.

4.8 In extraordinary circumstances when an applicant does not meet all minimum university graduate admissions requirements in 4.5, the graduate program, at its discretion, may appeal to the Graduate Council Appeals Committee. Under extraordinary circumstances, the Graduate Council Appeals Committee may approve an exception to minimum university graduate admissions requirements.

4.9 Non-matriculated graduate students may be admitted by the graduate program directors to take courses in their program if they meet the minimum university graduate admissions criteria.

4.10 Graduate programs may conditionally admit students into their programs subject to requirements that the students remedy deficiencies in preparation, such as completing specified courses or completing a bachelor's degree. Such students shall be considered undergraduate students until matriculated into their graduate programs. When conditionally admitted students meet requirements to be considered qualified for admission, they shall be admitted into the graduate program.

4.10.1 Conditionally admitted students shall not be permitted to take 6000-level courses.

4.11 For the purposes of tuition assessment and financial aid, all university students are classified as either graduate or undergraduate students and are assessed tuition based on that classification regardless of the course level. Matriculated graduate students are subject to the tuition rate for the graduate program to which they are admitted. Non-matriculated graduate students are subject to the graduate tuition rate of the graduate program that offers the class(es) in which the student is enrolled.

4.12 Graduate students shall maintain a minimum cumulative 3.0 GPA to remain in their graduate programs.

4.13 Graduate students are subject to the Student Rights and Responsibilities Code contained in Policy 541 *Student Rights and Responsibilities Code*, with the exception of 4.12 above and 5.10 and 5.11 below.

5.0 PROCEDURES

5.1 Graduate faculty for the graduate programs for which they are responsible may establish reasonable and appropriate program admissions criteria beyond the minimum university requirements, subject to approval by the appropriate dean.



5.2 Applicants are notified of admission through an acceptance letter, which includes a UV ID number, residency status, and instructions for pre-enrollment activities, including orientation and advising.

5.3 The graduate program's appeals committee shall consider admission appeals to their graduate programs. Graduate applicants appealing denial of admission to a graduate program shall provide supporting materials and information justifying the request to the program director within 30 days of the date of denial communication. The graduate program director shall present the written appeal to the graduate program's appeals committee for consideration. The decision of the graduate program's appeals committee shall be final, except for appeals for minimum university graduate admissions criteria in 4.5.

5.4 The Graduate Council Appeals Committee shall consider admission appeals from graduate programs for exceptions to minimum university graduate admissions requirements. The Graduate Council Appeals Committee shall consist of a subset of Graduate Council members. The appeal request shall be submitted in writing by the program's admissions committee. The decision of the Graduate Council Appeals Committee shall be final.

5.4.1 The Director of Graduate Studies shall gather data about all university admission requirement exception requests and approvals and shall report it to the full Graduate Council annually.

5.5 Students admitted as non-matriculated graduate students shall meet course prerequisites unless exceptions are approved by the program director. Non-matriculated students may take a maximum of 12 semester hours as non-matriculated students.

5.6 If approved by the program graduate faculty, a maximum of 12 semester hours of non-matriculated credit, taken no more than three years prior to approval, shall be applied toward a graduate degree or graduate certificate.

5.7 If the required conditions are completed and supported by an official transcript by the deadline specified by the department, conditionally admitted students shall be fully admitted into their graduate programs. If the conditions are not completed by the deadline, the conditional admission shall be automatically revoked.

5.8 Acceptance of graduate admissions offers is valid only for the semester in the offer. Applicants who do not begin attendance during the semester in their admissions offers must reapply and pay the application fees before the applicable semester deadline. At the graduate program's discretion, graduate programs may defer enrollment if students apply for a deferment before the end of the semester for which they were admitted.



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5.9 Once admitted and enrolled, graduate students shall maintain continuous registration during fall and spring semesters and during summer semester if required by the graduate program.

5.9.1 If graduate students cannot maintain continuous registration, they should file for a leave of absence through their graduate program.

5.9.2 Students who fail to maintain continuous registration and who have not been granted an official leave of absence shall be suspended from their graduate program. They shall be ineligible to register for future semesters unless they are readmitted through their graduate program's procedures.

5.10 Graduate students whose cumulative GPA falls below 3.0 shall be placed on academic probation for the following semester. Students whose GPAs remain below 3.0 after the probation semester shall be suspended from their graduate program and shall not be permitted to register or attend graduate courses.

5.10.1 Graduate students who are suspended from a graduate program for failing to maintain a cumulative 3.0 GPA may appeal in writing to the director of the graduate program within 30 days of the suspension. Supporting materials and information justifying the request should be supplied.

5.10.2 The graduate program director shall present the written appeal to the program graduate faculty for consideration.

5.10.3 The decision of the program graduate faculty shall be final.

5.11 Graduate students suspended from the University for violation of 4.12, 5.10, or Policy 541 *Student Rights and Responsibilities Code* who wish to complete their program of study must apply for readmission to the applicable graduate program. The graduate faculty may review the reason for suspension when considering suspended students for readmission.

POLICY HISTORY		
Date of Last Action	Action Taken	Authorizing Entity



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POLICY TITLE	Graduate Program Admissions	Policy Number	510
Section	Student Affairs	Approval Date	June 16, 2011
Subsection	Admissions, Enrollment, Tuition, and Commencement	Effective Date	June 16, 2011
Responsible Office	Office of the Vice President of Student Affairs		

1.0 PURPOSE

1.1 This policy establishes the requirements and procedures for admission to graduate programs at Utah Valley University.

2.0 REFERENCES

2.1 Utah State Board of Regents' Policy R461 *Admissions, Access, and Articulation*, section 3.2.4

2.2 NWCCU Standard 2.C.13

3.0 DEFINITIONS

3.1 Accredited institution: An institution of higher learning that has been granted accreditation status by a regional accrediting agency within a scope of authority approved by the U.S. Department of Education.

3.2 Graduate student: An individual who has been accepted by a graduate program department to an approved graduate degree program and (a) is not yet enrolled, (b) is currently enrolled, or (c) is on an approved educational leave or other approved leave status from a graduate degree program.

3.3 Graduate procedures: The actions necessary to carry out a policy related to graduate programs. Graduate procedures may vary and be subject to revision in order to meet operational and organizational constraints.

4.0 POLICY

4.1 Utah Valley University admits students to approved graduate degree programs according to the admission requirements and application procedures established by the individual schools or colleges within the University.



~~4.2 Admission to all graduate programs is based on information submitted with the formal application such as undergraduate and graduate transcripts, official reports on nationally recognized tests, and evaluations by professionals in the field or other faculty-controlled evaluation procedures.~~

5.0 PROCEDURES

~~5.1 A committee, including graduate degree program faculty, shall be appointed by the dean with input from the graduate faculty and department chair. Graduate degree program faculty shall be fully and professionally involved in establishing admissions criteria beyond the minimum requirements.~~

~~5.2 Individual graduate degree program admission requirements and application procedures must at a minimum include:~~

- ~~1) Application for admission~~
- ~~2) Minimum GPA based on official transcripts~~
- ~~3) Graduation with a baccalaureate degree from a regionally accredited institution or an international equivalent.~~

~~5.3 Individual graduate degree program admission requirements and application procedures may include additional requirements such as professional letters of recommendation, a successful interview with a graduate screening committee, evidence of current licensure, evidence of specific pre-requisite course work completion, essay/writing samples, a resume, and program-specified scores on nationally recognized tests.~~

~~5.4 All graduate degree program admission requirements and application procedures shall be published in the University catalog and available online.~~

POLICY HISTORY		
Date of Last Action	Action Taken	Authorizing Entity